



EMERGENCY WARDEN TRAINING

Particle Physics Division

For buildings other than Wilson Hall

OVERVIEW

- Purpose of the emergency warden
- Warden responsibilities
- Lab warning signals
- Emergency response procedures
- PPD shelter and assembly areas



WHAT DOES AN EMERGENCY WARDEN DO?

- An emergency warden is the individual that has been trained to recognize an emergency, and will help guide people in their designated area(s) to safety.



EMERGENCY WARDEN RESPONSIBILITIES

- Know, recognize and react appropriately to the types of emergency warning signals/alarms in your facility.
- Know what types of hazards are present in your work area(s).
- Report an emergency by calling x3131.
- Wear your warden cap during all emergencies and drills.
- Sweep your designated area and direct personnel out of the area to the designated assembly point, only if you can do so without exposing yourself to a hazard.
 - If someone refuses to leave the area, leave them there but make note of their location.



RESPONSIBILITIES, CONTINUED

- Render your accountability report to the Incident Commander (Fire Department Battalion Chief).
 - If there are individuals who did not evacuate, please give the Incident Commander as many details as possible (e.g. last known location of the individual, name, clothing description, etc.).
- Do not re-enter the evacuated area until the emergency has been terminated (by the Incident Commander).
- If you will be absent from the lab, an (trained) alternate warden should be designated to cover during your absence.







EMERGENCY PROCEDURES FOR ALL PERSONNEL

- In any emergency, dial x**3131** from any laboratory phone; from a cellular phone dial **630-840-3131**. Be prepared to give the Emergency Operator the following information and remember to **STAY ON THE LINE** until the operator indicates that no more information is required and that help is on the way:
 - The nature of the emergency
 - The location
 - Your name
 - Other information the operator may require



ALARM SOUNDS

Click on “speaker” icon to hear alarm sound

Location	Emergency	Sound	Action(s)
Indoor	Fire 	Steady Alarm	Exit building & meet at designated assembly point
Indoor	Tornado or severe weather	Voice instructions	Go to designated shelter area
Indoor	Hazardous atmosphere 	Whooper alarm	Evacuate the area
Indoor	Other emergency	Voice instructions	Follow voice instructions
Outdoor	Tornado 	Steady siren	Go to designated shelter area
Outdoor	National emergency 	Warbling siren	Go to designated shelter area

HAZARD WARNING LIGHTS

Color	Condition	Action or Status
Red	DANGER	Stop, Do not enter or Do not touch
Blue	CAUTION	Hydrogen may be present in the area or system. A red light used in conjunction with a blue light indicates DANGER
Yellow or Orange	CAUTION	Some hazard is present



FIRE ALARM RESPONSE

- Upon activation of the fire alarm, evacuate personnel and direct them to the designated assembly area.
- If you are aware it was a false alarm, notify the Fire Department of that upon arrival.
- No one should re-enter the building until permitted to do so by the Fire Department (Incident Commander).



TORNADO WARNING RESPONSE

- Upon announcement of a Tornado Warning via the Sitewide Emergency Warning System (SEWS), all personnel are to report to the emergency shelters.
 - SEWS messages are sent through Safety Alert Monitors (SAMs), Tone Alert Receivers (TARs) and building voice interfaces.
- Personnel should remain in the shelter until an all clear is given (or call x3131 to determine if warning has been cancelled for the area).
 - Personnel concerned about staying over their regular hours should be advised of the overtime policy for non-exempt employees
 - If a non-exempt employee is in the shelter beyond their normal work hours, they will qualify for overtime pay, per the WDRS policy.



MOBILITY-IMPAIRED PERSONNEL

- Every facility having the potential for mobility impaired personnel (per ADA) needs to plan for their sheltering during a tornado and for evacuation assistance during a fire or similar event for those individuals.



CHEMICAL OR OIL SPILL RESPONSE

- If the spill is small (something that you can clean up without additional assistance):
 - Stop the spill (if you can do so without endangering yourself)
 - Contain the spill to keep it from spreading
 - Try to keep others out of the area
 - Clean up the spill
 - Contact ESH&Q Hazard Control Technology Team (x4498) for proper waste disposal
- Large spills
 - Call x3131
 - Notify personnel in the area, evacuate if necessary
 - Attempt to contain the spill (if safe to do so)
 - Keep the area clear until emergency responders arrive



PPD/ND ASSEMBLY AREAS

Building	Assembly Area
Lab 3	Southside parking lot of Lab 3
Lab 5	Eastside of Lab 6
Lab 6	Westside of Lab 5
Lab 7	Front lawn of 22 Neuqua
Lab 8	Southeast parking lot of Lab 8
Meson Assembly Building	Eastside of Batavia Road
Meson Detector Building (FTBF)	Northwest of Building (across road)
Training Center	South parking lot
Lab A	Parking lot North of Lab C
A/B Bridge & Lab B	Parking lot North of Lab C, or Parking lot East of Lab D
Lab C, C/D Cross Connect	Parking lot North of Lab C
Lab D	East parking lot
Lab E/F	West parking lot



PPD/ND ASSEMBLY AREAS (CONTINUED)

Building	Assembly Area
Lab G	East parking lot
BEG	West parking lot
High Intensity Lab (HIL)	West parking lot
SeaQuest (<i>aka</i> KTeV)	North parking lot, next to NM5
Proton Assembly Building	East parking lot
Proton Pole Building	West parking lot
CDF Office Building (327)	Northeast parking lot
D0 Assembly Building & Portakamp 151	Parking lot North of DAB
D0 Outback	North parking lot
MINOS Service Building & NOvA Surface Detector Building	Southern MINOS lawn
LArTF	North lawn across from MiniBooNE
MC-1 (g-2 building)	Booster Tower parking lot



PPD/ND SHELTER LOCATIONS

Building	Shelter
Lab 3 & Lab 5	ProtoMain Tunnel
Lab 6 & Lab 7	ProtoBoost Tunnel
Lab 8	Shelter next to 29 Blackhawk
Meson Assembly Building	Northeast SBSB
MC7 & MC8	Meson Detector Building West Restrooms
Meson Detector Building (FTBF)	Meson Detector Building West Restrooms
Training Center	Restrooms
Lab A	Lab A Restrooms
A/B Bridge & Lab B	Lab B Basement
Lab C, C/D Cross Connect, Lab D	C/D Cross Connect Restrooms
Lab E/F	Lab E/F West Side Storage Room
Lab G	Lab G Restroom
BEG	Lab B Basement



PPD/ND SHELTER LOCATIONS (CONTINUED)

Building	Shelter
High Intensity Lab (HIL)	Stairwell to PW8
SeaQuest (aka KTeV)	Main Floor Restrooms (or Bottom of Stairwells if open access)
Proton Assembly Building & Proton Pole Building	PB5
CDF Office Building (327)	Shelter behind 327 (in the event the shelter is full, shelter in Heavy Assembly Building stairwells)
D0 Assembly Building & Portakamp 151	1 st and 2 nd floor counting rooms
D0 Outback	Shelter behind Outback
MINOS Service Building & NOvA Surface Detector Building	MINOS Mechanical Room
MiniBooNE	Entire MiniBooNE building
LArTF	Stairwells of LArTF
MC-1 (g-2 building)	Power Supply Room



QUESTIONS?

- Contact the Division Safety Officer
 - Eric McHugh: emchugh@fnal.gov, x3199

